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10 Oct. 1946

MEMORANDUM TO: Acting Chief, Interdepartmental  
Coordinating and Planning Staff

SUBJECT: Program of Indoctrination

REFERENCE: ICAPS Memorandum of 30 September 1946

1. The reference memorandum requests ORE to submit suggestions on an indoctrination program for agency personnel about to proceed to their foreign posts. ORE suggestions are presented in the following paragraphs.

2. Since most briefings will be individual and must be adapted to the circumstances of a particular case, the organization and program should be flexible and capable of ready adaptation to particular needs.

3. Within CIG the organization might consist of a panel comprising a member of the ICAPS staff as chairman, and designated representatives of the Offices of Collection and Dissemination, of Research and Evaluation, and of Special Operations.

4. Each agency would similarly have a designated representative with whom the ICAPS chairman would deal. These agency representatives could be called together if necessary but ordinarily would serve:

a. To notify ICAPS of the approaching need for a briefing, describe the requirements of the particular case and outline the nature of the briefing which the individual will have had from his department.

b. To make necessary arrangements for participation in a CIG briefing of personnel from another agency, i.e., G-2 to assist in briefing of State Department personnel, etc., as desired.

5. ICAPS chairman would give due notice of a forthcoming briefing, and its requirements, to each CIG Office concerned, and each Office would then be responsible for producing the necessary personnel at the appointed time. ORE, for example, might designate two persons, one to speak of organization and functions of ORE, the other to give the special regional or functional briefing called for. In some cases both a regional and one or more functional briefings might be required.

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6. Since ORE, through its regional and functional specialists and through its Presentation Division, will have knowledge of specialists in State, War, and Navy Departments and in other governmental agencies who would be particularly suitable for a specific briefing, it will be advantageous if the ICAPS chairman allows an opportunity for suggestions from ORE before making requests from the departmental representatives, under paragraph 4b, above.

7. Normally, briefings should take place in the ORE Situation Room and be conducted under the auspices of the Presentation Division, ORE. The Presentation Division is ready now to arrange for appropriate briefings of agency personnel on regional or functional subjects.

J. KLAHR HUDDLE  
Acting Asst. Director  
Research and Evaluation

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